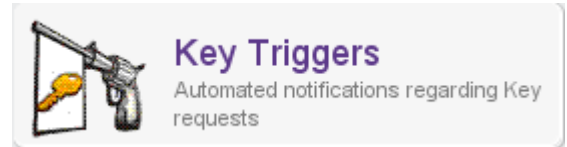## Key Triggers

The Key Triggers capsule allows you to establish automated emails that will email the selected contact(s) depending on the specific set up. Triggers can be entered that are very broad in nature (no specification regarding Key Transfer Type, Tenant, etc.), or they can be targeted based on the criteria entered.

Key Triggers
Automated notifications regarding Key requests

Mode

- **All** – a trigger will be created if the Key Transfer record is new to the system or if an existing record is saved with any values changed

- **New** – a trigger will be created when a new Key Transfer record is saved

- **Any Change** – a trigger will be created if there is any change made to the Key Transfer record

Recipient

- **Contact** – the person who requested the key transfer

Note: only if there is an email address in their contact record, or their email address is entered into the Contact field of the Key Transfer record

- **Entered By –** the person who entered the Key Transfer record

- **Contacts tab** – you can also enter specific contacts into the Detail List.

Contacts	Reminders	

| Contact	Name	Email
BIRCH.MABLE	Mable Birch	mbirch@pilgrimspridefurniture.com

Subject / Body fields

The Subject and Body fields can reference fields from the Key Transfer capsule. Note the following:
- If the default terminology has been changed the trigger must reference the original AwareManager jxt term (i.e. Tenant = Client).

- All fields must be entered in square brackets and be prefaced with the capsule name [KeyTransfer.NumberValue]

AWAREMANAGER

Key Trigger Example:

In this example an email is sent to the *Contact* for the *Tenant* Bats,Unlimited whenever a new key return record is entered:
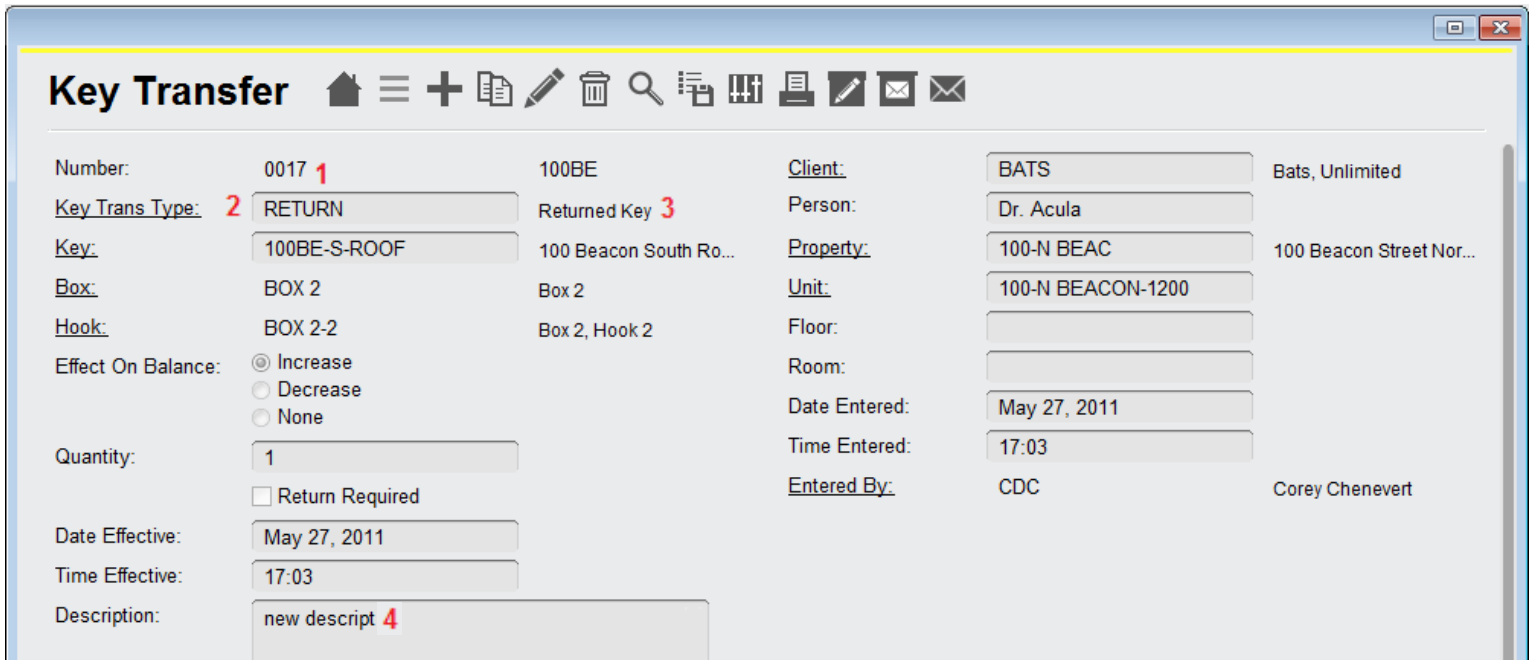
These correspond to the Key Transfer fields as follows:

Key Triggers can also reference detail tables found on the tabs at the bottom of the Key Transfer Form.

Here is a list of more commonly referenced detail table lines that can be added to a Key Trigger:

- Key Transfer Reminders

- [KeyTransfer.Detail:Reminder.Done]

- [KeyTransfer.Detail:Reminder.ReminderType]

- [KeyTransfer.Detail:Reminder.Recipient]

- [KeyTransfer.Detail:Reminder.ReminderTrigger]

- [KeyTransfer.Detail:Reminder.Notes]

- [KeyTransfer.Detail:Reminder.EmailCreated]